Master of Engineering Committee Meeting
October 8, 2008 ~ 8:00am – 9:00am
240 Carpenter Hall

Attendees: John Belina (ECE), Kathryn Caggiano (ORIE), Michel Louge (Chair), Jim Bartsch (BEE), Peter Jackson (SYS), David Grubb (MSE), David Lipson (BME), Jery Stedinger (CEE), Graeme Bailey (CS)

Guests: Yoanna Ferrara, Jeff Newman, Helen Baker, Patricia Apgar, Marcia Sawyer

Meeting called to order at: 8:03am

Subcommittee Reports/Discussion

Marketing & Outreach Update: John Belina
MEng brochure: COE is still looking for a printer, finalizing ground rules and infrastructure for the brochures. Using the software package and a library of mini sections of brochures, boilerplate templates, fields will be able to print customized posters, 3-fold brochures, etc. to reach desired audience. Benefits will also include quick turnaround time and low volume print runs that will reduce costs.

MEng brochure template design: can the brochure template be adjusted to communicate more clearly the overlapping university, colleges and program interests and message. A meeting will be scheduled with Barbara Cain and the subcommittee to discuss.

Financial Aid Update: Graeme Bailey
There was not consensus to support a change in the Application Deadline to January 15. Currently, Feb 1 is being advertised, referring applicants to individual field sites for schedule and information about limited financial aid. A Financial Aid date will be set for Knight and MEC full tuition scholarships.

RGS is developing website section on financial aid. Financial aid does encourage application and there is money available. The committee was asked about GTRS when and how they were awarded. What is needed and who is available is decided well into summer, and can change depending on which students show up. MEng students are sent a separate GTRS offer letter.

External Relations Update: Michel Louge on behalf of subcommittee
No vote for chair.
A meeting has been scheduled on Oct 22, with J. Ellen Gainor, Ayana Richardson, Michel Louge, Peter Jackson, Linda Nozick and Jeff Newman to discuss MEng Administrative Challenges. Graeme Bailey will also join the meeting. Jeff will request an agenda from Ellen and a meeting will be arranged to prepare. Possible topics may include: understanding better how advisors are appointed and sign off. Is the PhD advisors and committee structure most effective for MEng? What is an early admit and
how is that handled? Partial tuition – David Yea is working on a new scheme, or a pro-rated MEng tuition.

**Cornell Engineering Research Conference (CERC) Friday, April 3, 2009:**
This is a student event with an organizing committee of PhD students who are managing the abstract collection, call for papers, fund raising, and sessions chairs. The format primarily a poster presentation and full day of oral presentations with posters in the middle. There are 3 concurrent tracks of presentations, two for PhD and a third for MEng students and poster sessions for everyone during the day.

This event could be used as an event during which fields can advertise their programs and for prospective students to meet current students. Conference is an opportunity to share and practice giving talks. Audience: graduates students themselves, most are focused in their own fields/dept and rarely know what is going on outside and this is an opportunity to learn what is going on outside. This event will also be advertised across the Cornell campus.

CERC is recruiting for MEng committee members and will also schedule a new date for MEng Call for Papers. MEng projects could be an additional option to the original four topics.

**MEng Information Day 2008:** John Belina
Handouts for field tables can include:
- Information sheet on financial aid – special awards
- Salary information
- Basic information on early admit program

Fields can also think about brochures – curriculum, phasing into MEng and schedule – packet answering a lot of questions – copies of article for ECE describing enhanced career possibilities.

Kathryn prepared sample layout – will send to Jeff to share with everyone. Career services share table with RGS. EAS will provide brochures for RGS table

Schedule another subcommittee meeting

MESE and MEng retreat were tabled, to be discussed during the next meeting.

Meeting adjourned 9:10 am

Prepared by Helen Baker